

Information Paper



NEW ISSUE

**1989
How Workers Get
Their Training
Australia**

**Sample File on
Magnetic Media**

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**INFORMATION PAPER
HOW WORKERS GET THEIR TRAINING, 1989
SAMPLE FILE ON MAGNETIC MEDIA**

IAN CASTLES
Australian Statistician

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INQUIRIES

- *for further information about this sample file, please contact Ms Sue Doyle on Canberra (06) 252 7960 or any ABS State office.*
 - *for information about other ABS statistics and services, please refer to the back page of this publication.*
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SAMPLE FILE ON MAGNETIC MEDIA

Introduction

This publication provides information concerning the magnetic media file containing unit record data from the Survey of How Workers Get Their Training, 1989.

2. In each of the months March, April, June and July 1989, one-eighth of the respondents to the monthly population survey, *Labour Force Australia* (6203.0) were asked some additional questions by trained interviewers. This effectively resulted in a sample covering about three tenths of one percent of the population of Australia (about 15,500 houses, flats etc. and non-private dwellings). Estimates from the Survey of How Workers Get Their Training are published in *How Workers Get Their Training, Australia, 1989* (6278.0). As well as the publication and the unit record file, an extensive range of unpublished tables is available and can be ordered by contacting Ms Vicki Watson on Canberra (06) 252 6155.

3. The release of these data is possible under the *Census and Statistics Act 1905* which allows for the release of data in the form of unit records where 'the information is not likely to enable the identification of a particular person or organisation'. There are no names and addresses on the sample file and the detail for some items of data has been suppressed or reduced to ensure that the confidentiality of individuals is protected. The file is available under certain conditions of sale which are specified later in this section. Subject to the limitations of sample size and data classifications, it is possible for a user to manipulate the data, produce tabulations and undertake statistical analyses to their own specifications.

4. Any statistics produced from the sample file will be subject to sampling error.

Magnetic media formats

5. Details of magnetic media formats, tape labelling options, recording densities, code sets available, etc., are given in Appendix A.

File structure

6. The sample file containing four data files as outlined below is distributed as a single reel of magnetic tape or on floppy disk. Details of the structure and labels are given in Appendix B.

Record structure

7. File 1 is a series of 16,543 person records. Each record is 561 characters long. The data items contained in the file are listed in Appendix C.

8. File 2 is a 'print file' in that it contains standard ANSI control characters. The user may print this file to obtain extensive documentation about the data in File 1.

9. File 3 is a compressed and formatted version of File 2 which users may load into their systems for ADP purposes. Each record in this file contains 148 bytes. The basic difference between Files 2 and 3 is that, in File 3, superfluous blank characters have been suppressed, and fields have been placed in specific positions within the records together with identifiers to enable interpretation. Further information is provided with the sample file.

10. File 4 is a copyright warning file.

Using the data

Classifications

11. Some variables have been deleted to avoid the release of identifiable information. These variables are listed in Appendix D.

Effects of sampling

12. As the survey was conducted on only a small sample of all households in Australia, estimates derived from the unit record file must take account of the method of sample selection. This is particularly important as a person's chances of selection in the survey varied depending on the State or Territory or, in some cases, area of State/Territory in which he/she lived.

13. One of the fields on the sample file contains a 'weight' for each person in the sample. This weight takes account of a person's probability of selection in the sample from their region, with an adjustment to account for underenumeration.

14. Estimates of population sub-groups derived from the sample file should be calculated by adding the weights of persons in each category and not just by counting the number falling into each category. If each person's 'weight' were to be ignored, there would be no account taken of regional differences in chances of selection, and the resulting estimates would be seriously biased.

Estimation procedure

15. Estimates derived from the survey are obtained by using a complex ratio estimation procedure, which ensures that the survey estimates conform to an independently estimated distribution of the population by age and sex, rather than to the age and sex distribution within the sample itself. Further information on how to use the data is provided with the sample file.

Conditions of sale

16. Sample files are released in accordance with a Ministerial Determination (Statutory Rules 1983, No. 19) in pursuance of Section 13 of the *Census and Statistics Act 1905*. As required by the Determination, the sample files have been designed so that information on the file will not enable the identification of the particular persons to whom it relates.

17. In pursuance of Clause 7, the Determination requires clients to sign an undertaking stating that the information will be used for statistical purposes only.

18. Use of data for statistical purposes means use by the person or organisation to produce information of a statistical nature. Examples of such uses are:

- (a) the manipulation of data to produce means, correlations or other descriptive or summary measures;
- (b) the estimation of population characteristics from sample data;

(c) the use of data as input to mathematical models and for other types of analyses (e.g. factor analysis); and

(d) to provide graphical and pictorial representations of characteristics of the population.

19. Copyright on the data is owned by the Commonwealth of Australia. Clients must not allow access to the unit record data by any other person or organisation: other potential users of the data for statistical purposes must therefore make a separate application to the ABS.

20. Use of the data for improper purposes may render the user liable to severe penalties. For further information about the propriety of any particular intended use of the data, see Appendix E.

How to order

21. In Appendices E and F of this publication are an order form (HWGTT89/1) and the Undertaking (HWGTT89/2), together with a guide for completing them. Please submit your orders on these forms.

APPENDIX A

MAGNETIC TAPE FORMATS

All data on magnetic tape from household sample surveys are supplied from the Canberra Office of the ABS and encoded by a FACOM M780 computer. All tapes are of standard dimensions (730m x 12.7mm) and use 9 tracks.

Tape labelling conventions

2. Three labelling options are available:

- (a) FACOM Standard Label (same as IBM Standard Label). A label block consists of an 80 character EBCDIC coded fixed format record prefixed as for Australian Standard Labels but with some fields containing different information. However the contents of the main fields are the same as for ANSI X3.27 labels. For a complete description see Appendix B;
- (b) Australian Standard Label (ANSI X3.27-1978 and AS 1068-1971). A label block consists of an 80 character ASCII coded fixed format record prefixed by the characters VOL1, HDR or EOF. For a complete description see Appendix B; and
- (c) Unlabelled.

Note: All data files labelled and unlabelled will be encoded using either ASCII or EBCDIC Code Sets and will be blocked. The last file of data will be terminated by two consecutive tape marks. Although the ABS can supply unlabelled tapes from the M780 computer, the practice is strongly discouraged.

Recording densities

3. There are two recording densities available, and these are phase encoded 63 RPmm (1600 BPI) and 246 RPmm (6250 BPI).

Code sets

4. Two code sets are available:

- (a) ASCII Code Set (AS1776-1975) which requires a minimum of 7 bits for representation. The ABS always writes this code in 8-bit representation with high order bit set to zero. This code cannot be represented on tapes with FACOM Standard Labels; and
- (b) EBCDIC Code Set. The ABS always writes this code in 8-bit representation. This code will not be represented on tapes with ANSI labels.

Block sizes

5. The block sizes will usually be as close as possible to, but not exceeding 8192 characters. Block sizes are not a user option.

Initialising arrangements for magnetic tapes

6. All tapes will be initialised by the ABS under its Tape Management System (TMS). Labelled tapes will be allocated volume serial numbers (VSNs) by the ABS and hardcopy of the label details will be supplied to the user. The user may specify an expiry date on the order form. Unlabelled tapes can also be provided.

ABS recommended tape option

7. The ABS recommends that the data be provided on 9 track tapes which are FACOM Standard Labelled written at 246 RPmm (6250 BPI) using the EBCDIC code set.

FLOPPY DISK FORMATS

Where a user chooses to obtain data on floppy disks, to enable processing of data on IBM or IBM compatible microcomputers, the data files will be provided on a series of appropriately labelled disks, in a highly com-

pressed format. Public domain software together with associated documentation will be provided to enable the user to decompress the files into the same format as would normally be provided on magnetic tape.

APPENDIX B

MAGNETIC TAPE VOLUME AND DATA SET LABELS

Section A — FACOM Standard Labels (same as IBM)

Each label is one 80-byte record containing various attributes of the data set or reel. EBCDIC code is used.

There are five kinds of labels, as shown in Figure A.1

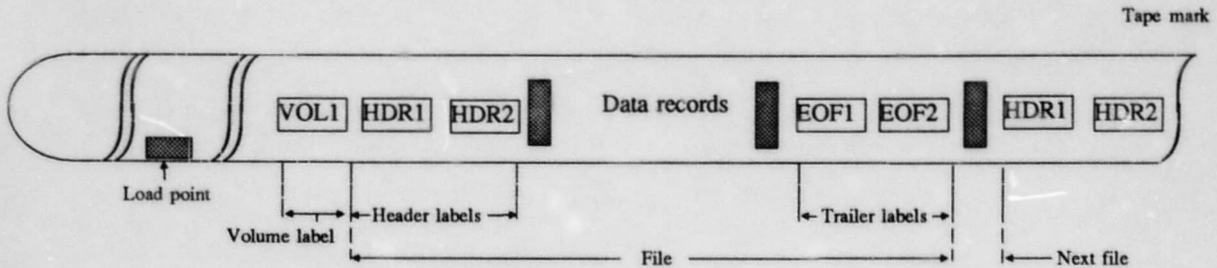


Figure A.1 FACOM Standard Labels (same as IBM)

Volume label

One volume label exists as the first block on each reel. The label contains VSN, owner name and other data pertinent to this reel. A volume label is characterised by its first four characters: VOL. 1.

Header labels

Two header labels are written at the front of each file: header label 1 (HDR1) and header label 2 (HDR2). The former contains an identification of this file, the latter contains various attributes.

Trailer labels

Two trailer labels are written at the end of each file: trailer label 1 (EOF1) and trailer label 2 (EOF2). As can be seen from Figure A.1, header and trailer labels are paired for each file on the volume. Trailer labels are quite similar to header labels, since reel processing does not always start from the front of a file, e.g. when reading backwards.

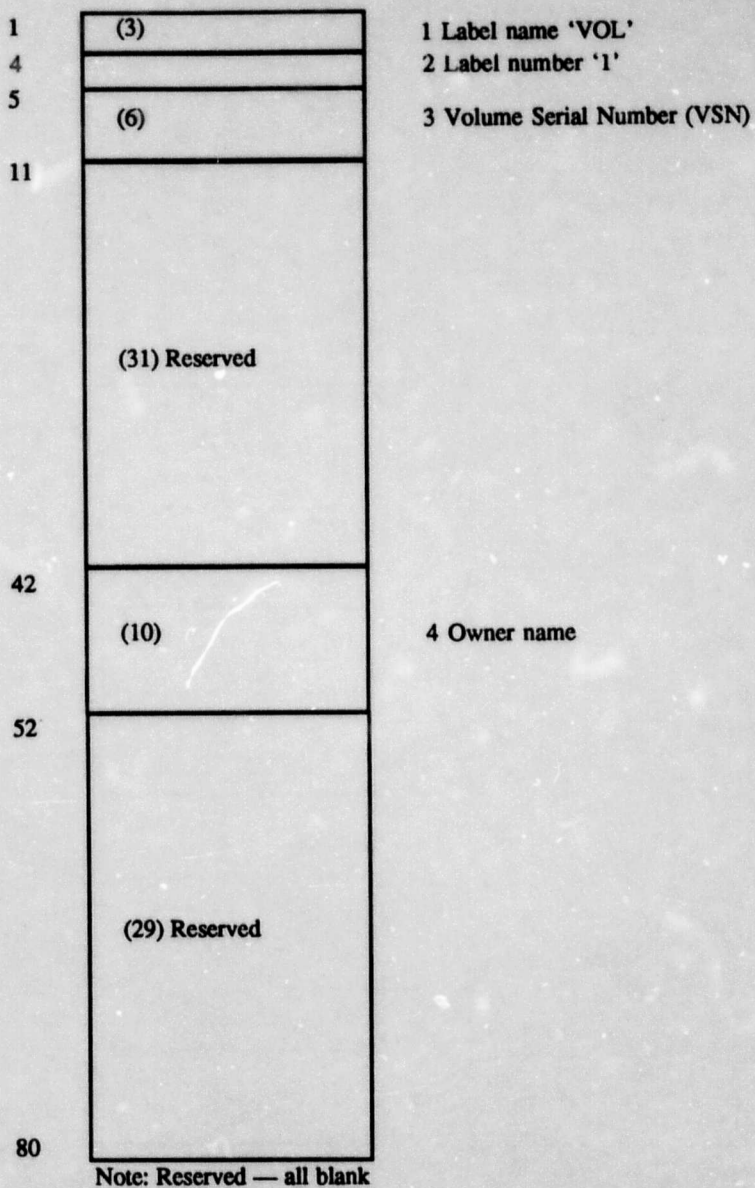


Figure A.2 Standard volume label

Standard volume label format:

Refer to Figure A.2.

- 1 *Label name*: Indicates that the label is a volume label; always 'VOL'.
- 2 *Label number*: This is the sequence number of the volume label. There is only one volume label for a standard label reel; hence, its sequence number is always '1'.
- 3 *Volume Serial Number (VSN)*: One to six EBCDIC characters. Used to cite a specific volume. Externally readable label on the reel should agree with this serial number for operating convenience.
- 4 *Owner name*: Arbitrary identifier of up to ten EBCDIC characters.

1	(3)	1 Label name
4		2 Label number
5		
	(17)	3 File name
22	(6)	4 File serial number
28	(4)	5 Volume sequence number
32	(4)	6 File sequence number
36	(4)	7 Generation number
40	(2)	8 Version number
42	(6)	9 Creation date
48	(6)	10 Expiry date
54		11 Security indicator
55	(6)	12 Block count
61	(13)	13 System code
74	(7)	
80		

Figure A.3 First standard header or trailer label for a file

Standard format for the first header and trailer labels for a file:

Refer to Figure A.3.

- 1 *Label name:* There are two kinds of label names:
 - 'HDR' Header label
 - 'EOF' Trailer label (end of data set).
- 2 *Label number:* Sequence number of this label; always '1' in this case.
- 3 *File name:* Seventeen character left-justified data set name. When less than seventeen characters, padded on right with blanks.
- 4 *File serial number:* Serial number of first volume on which these data exist.
- 5 *Volume sequence number:* Sequence number for a data set on one or more volumes. Volume sequence number is always '0001' for a single volume.
- 6 *File sequence number:* Relative position of each data set on the volume (ranges through 0001-9999). This is relative to the first volume.
- 7 *Generation number:* Blank.
- 8 *Version number:* Blank.
- 9 *Creation date:* Indicates year and day the data set was created:

byydd	b	Blank
	yy	Last two digits of the calendar year (00-99)
	ddd	Day in the year (001-366)
- 10 *Expiry date:* Indicates year and date until which the data set is protected from deletion. Same format as the creation date. Field is character '0' if not specified and the protection interval is null.
- 11 *Security indicator:* Set to '0' (unprotected).
- 12 *Block count:* Total number of data blocks in the data set. Stored in the trailer label (EOF1 or EOVI); always '0' in the header label (HDR1).
- 13 *System code:* Identifier for system that created the data set. Always 'FACOM OS IV/F4' (13 bytes) for reels created on this operating system.

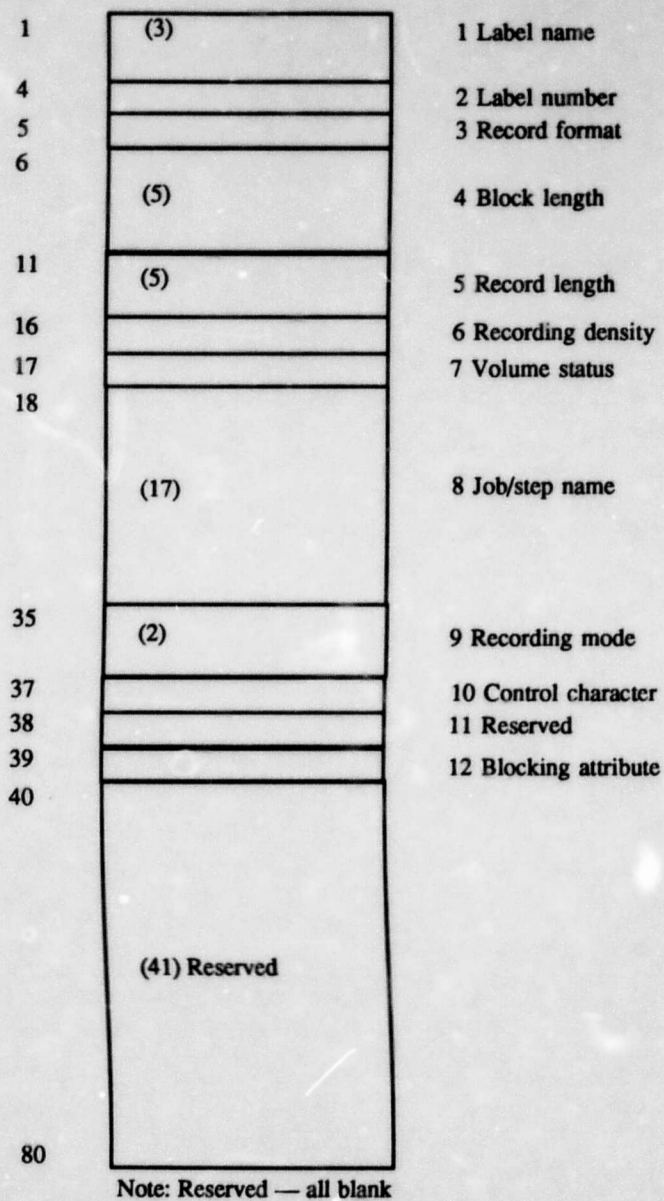


Figure A.4 Second standard header or trailer label for a file

Standard format for the second header and trailer labels for a file:

Refer to figure A.4.

1 Label name:

- 'HDR' Header label
- 'EOF' Trailer label (end of data set)

2 Label number: Sequence number of this label; always '2' in this case.

3 Record format:

F	Fixed length
V	Variable length
U	Undefined length

4 Block length:

F	format	Block length (integer multiple of record length)
V	format	Maximum block length (including BDW)
U	format	Maximum block length

5 Record length:

F	format	Logical record length
V	format	Maximum logical record length (including RDW)
U	format	Always '0'

6 Recording density:

3	1600 (9 track)
---	----------------

7 Volume status:

0	First (or only) volume for this data set
---	--

8 Job and step names: Job name (eight characters) and step name (eight characters) delimited by '/' when the data set was created.

9 Recording mode: Blank

10 Control character:

A	ANSI control characters
C	FACOM control characters
M	Machine control characters
blank	No control characters

11 Unused field (blanks)

12 Blocking attribute:

B	Blocked records
S	Spanned records
R	Blocked spanned records
blank	Unblocked unspanned records

Section B — ANSI labels

ANSI labels have basically the same format as FACOM Standard Labels. There are some differences in positions of fields in VOL1 and HDR1. HDR3 and subsequent header labels are not used. All ANSI labels and data are recorded in ASCII code at a recording density of 63 RPmm (1600 BPI) or 246 RPmm (6250 BPI).

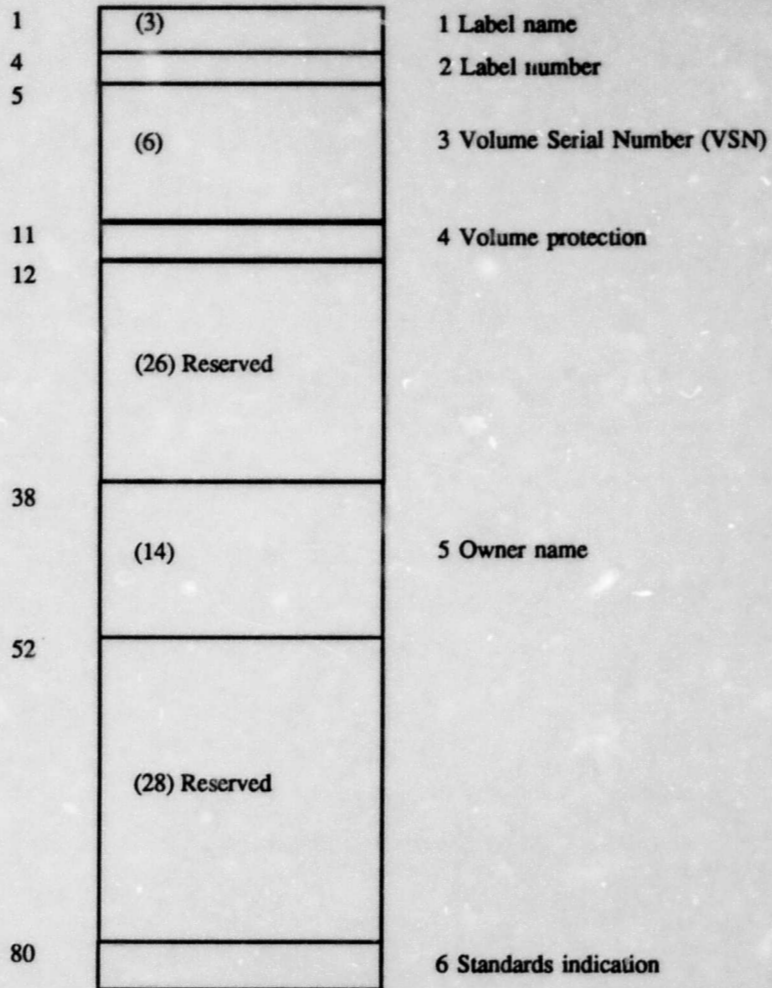


Figure A.5 ANSI volume label

ANSI volume label format:

Refer to figure A.5.

- 1 *Label name*: Indicates that the label is a volume label. Always 'VOL'.
- 2 *Label number*: Sequence number of the volume label. There is only one volume label for an ANSI Standard Label reel; hence, its sequence number is always '1'.
- 3 *VSN*: One to six ANSI characters. Used to cite a specific volume.
- 4 *Volume protection*: This field is an ANSI 'space' character.
- 5 *Owner name*: Arbitrary name of at most 14 ANSI characters. This field is left blank if no owner name was specified when the file was created.
- 6 *Standards indication*: This field is set to '1'.

1	(3)	1 Label name
4		2 Label number
5		
	(17)	3 File name
22	(6)	4 File serial number
28	(4)	5 Volume sequence number
32	(4)	6 File sequence number
36	(4)	7 Generation number
40	(2)	8 Version number
42	(6)	9 Creation date
48	(6)	10 Expiry date
54		11 Security indicator
55	(6)	12 Block count
61	(13)	13 System code
74	(7)	
80		

Figure A.6 First ANSI header or trailer label for a file

ANSI format for the first header and trailer labels for a file:

Refer to Figure A.6. The contents of the fields (1)-(13) in Figure A.6 are the same as those of the FACOM Standard Label (Figure A.3) except for field (11), 'Security indicator'.

Figure A.6 First ANSI header and trailer label for a data set

11 Security indicator: Blank

ANSI format for the second header and trailer labels for a file: Same as FACOM Standard Labels.

Other labels: File labels 3-9 (HLx3-HDR9, EOF3-EOF9) are not created by ABS.

APPENDIX C

LIST OF POPULATIONS AND DATA ITEMS

- Population 1: Current wage or salary earners
- Population 2: Persons who had a wage or salary job in the last 12 months
- Population 3: Persons with post-school qualifications
- Population 4: Current wage or salary earners who have had more than one job in the last 12 months
- Population 5: Persons who attended a training course in the last 12 months
- Population 5A: Persons who attended any category of training in the last 12 months
- Population 6: Persons who studied for an educational qualification in 1989
- Population 7: Persons who studied for an educational qualification in 1988 and continued in 1989
- Population 8: Persons who studied for an educational qualification in 1988
- Population 9: Persons currently working with their main period employer
- Population 10: Persons who attended an in-house training course in the last 12 months
- Population 11: Persons who attended an external training course in the last 12 months
- Population 12: Persons who attended an external training course in the last 12 months while working
- Population 13: Persons who attended an external training course in the last 12 months while not working
- Population 14: Persons who required an educational qualification to obtain job with main period employer

VARIABLE	POPULATIONS	VARIABLE	POPULATIONS
DEMOGRAPHIC		DEM6B Family Status (2)	All
DEM4 Sex	All	Member of a family	
Males		Husband or wife	
Females		With children aged 0 - 14	
		present	
		Without children aged 0 - 14	
		present	
DEM5 Marital Status	All	Other family head	
Married		With children aged 0 - 14	
Not married		present	
		Without children aged 0 - 14	
DEM6A Family Status (1)	All	present	
Member of a family		Full-time student aged 15 - 24(a)	
Husband or wife		Other child of married couple or	
With dependents present		family head	
Without dependents present		Other relative of married couple or	
Other family head		family head	
With dependents present		Not a member of a family	
Without dependents present		Living alone	
Full-time student aged 15 - 24(a)		Not living alone	
Other child of married couple or		Family status not determined	
family head			
Other relative of married couple or			
family head			
Not a member of a family			
Living alone			
Not living alone			
Family status not determined			
(a) Excludes persons attending school.			

VARIABLE	POPULATION	VARIABLE	POPULATIONS
DEM7A Birthplace	All	CURRENT LABOUR FORCE	
Born outside Australia		CLF1A Labour Force Status and Full-time or Part-time Worker (1)	2-3,5-8,10-14
Main English speaking countries		Labour force	
Other countries		Working	
		Full-time	
DEM7B Birthplace and period of arrival	All	Part-time	
Born in Australia		Not determined	
Born outside Australia		Looking for work	
Arrived before 1960		Looking for full-time work	
Arrived 1960 - 1969		Looking for part-time work	
Arrived 1970 - 1979		Not in the labour force	
Arrived 1980 - 1984			
Arrived 1985 - 1987			
Arrived 1988 - 1989			
DEM7C Country of Birth	All	CLF6 Hours Worked Last Week	1,4,9
Oceania		0 - 99 hours	
Australia			
New Zealand		CLF8 Status of Worker	4
Other Oceania/Born at sea		Wage and salary earner	
Africa		Employer	
America		Self-employed	
North America		Unpaid family helper	
South and Central America			
Asia (excluding the Middle East)		CLF9 Full-time or Part-time Worker	1,4,9
India		Full-time worker	
Malaysia		Part-time worker	
Vietnam		Not determined	
Other Asia (excluding the Middle East)			
Middle East		WORK HISTORY	
Lebanon		WH1 Duration of Continuous Employment with Main Period Employer	All
Other Middle East		Under 1 year	
Europe and USSR		Under 3 months	
UK and Ireland		3 and under 6 months	
Italy		6 and under 12 months	
Greece		1 - 99 years	
Yugoslavia			
Other Europe and USSR		WH2 Duration of Continuous Employment with Main Period Employer in Last Occupation Held	All
DEM8 Age	All	Under 1 year	
15 - 24 in single years		Under 3 months	
25 - 29 years		3 and under 6 months	
30 - 34 years		6 and under 12 months	
35 - 39 years		1 - 99 years	
40 - 44 years			
45 - 49 years		WH3 Cumulative Duration of Employment in Last Occupation Held with Main Period Employer	All
50 - 54 years		Under 1 year	
55 - 64 years		Under 3 months	
DEM9 Age of Youngest Child	All	3 and under 6 months	
0 - 2 years		6 and under 12 months	
3 - 4 years		1 - 99 years	
5 - 9 years			
10 - 14 years			
Family without children aged 0 - 14 present/family status not determined			

VARIABLE	POPULATIONS	VARIABLE	POPULATIONS
WH4	Industry of Main Period Employer All Agriculture, forestry, fishing and hunting Mining Manufacturing Food, beverages and tobacco Textile, clothing and footwear Wood and wood products Paper and paper products Chemical, petroleum and coal products Non-metallic mineral products Basic metal products Fabricated metal, machinery and equipment/ Other machinery Transport equipment Miscellaneous manufacturing Electricity, gas and water Construction Non-building construction Other construction Wholesale and retail trade Wholesale trade Retail trade Transport and storage Air transport Rail transport Other transport and storage Communication Finance, property and business services Finance Insurance Property and business services Public administration and defence Community services Health Other community services Recreation, personal and other services Entertainment and recreation Restaurants, hotels and clubs Personal services	Para-professionals Medical and science technical officers and technicians Engineering and building associates and technicians Air and sea transport technical workers Registered nurses Police Miscellaneous para-professionals Tradespersons Metal fitting and machining tradespersons Other metal tradespersons Electrical and electronics tradespersons Building tradespersons Printing tradespersons Vehicle tradespersons Food tradespersons Amenity horticultural tradespersons Miscellaneous tradespersons Clerks Stenographers and typists Data processing and business machine operators Numerical clerks Filing, sorting and copying clerks Material recording and despatching clerks Receptionists, telephonists and messengers Miscellaneous clerks Salespersons and personal service workers Investment, insurance and real estate salespersons Sales representatives Tellers, cashiers and ticket salespersons Miscellaneous salespersons Personal service workers Plant and machine operators, and drivers Road and rail transport drivers Mobile plant operators (except transport) Stationary plant operators Machine operators Labourers and related workers Trade assistants and factory hands Agricultural labourers and related workers Cleaners Construction and mining labourers Miscellaneous labourers and related workers	
WH5	Occupation of Job with Main Period Employer All Managers and administrators Legislators and government appointed officials General managers Specialist managers Farmers and farm managers Managing supervisors (sales and service) Managing supervisors (other business) Professionals Natural scientists Building professionals and engineers Health diagnosis and treatment practitioners School teachers Other teachers and instructors Social professionals Business professionals Artists and related professionals Miscellaneous professionals	WH6 Duration of Continuous Employment with Main Period Employer During the Last 12 Months All 1 - 52 weeks WH7 Hours Usually Worked with Main Period Employer All 1 - 99 hours	

VARIABLE			POPULATIONS		
WH8	Sector of Main Period Employer	All			
	Public				
	Private				
	Overseas				
	Don't know				
WH9	Whether Began Job with Main Period Employer in Last 12 Months	All			
	Began job with main period employer during the last 12 months				
	Did not begin job with main period employer during the last 12 months				
WH10	Full-time or Part-time worker with Main Period Employer	All			
	Full-time worker				
	Part-time worker				
WH11	Whether Permanent or Casual Employee in Job with Main Period Employer	All			
	Permanent				
	Casual				
WH12	Usual Weekly Earnings (\$)	9			
	Under 40				
	40 and under 80				
	80 and under 120				
	120 and under 160				
	160 and under 200				
	200 and under 240				
	240 and under 280				
	280 and under 320				
	320 and under 360				
	360 and under 400				
	400 and under 440				
	440 and under 480				
	480 and under 520				
	520 and under 560				
	560 and under 600				
	600 and under 640				
	640 and under 680				
	680 and under 720				
	720 and under 760				
	760 and under 800				
	800 and over				
	Payment in kind				
	Not stated/don't know				
WH13	Number of Employees in the Last 12 Months	All			
	One				
	Two or more				
WH14	Whether Currently Employed with Main Period Employer	1-8,10-14			
	Currently working with main period employer				
	Not currently working with main period employer				
STUDY FOR AN EDUCATIONAL QUALIFICATION					
SEQ891	1989 Study Status	1-5,8-14			
	Currently studying				
	Not currently studying				
	Studied in 1989				
	Did not study in 1989				
SEQ892	Number of Qualifications in which Enrolled in 1989	6-7			
	One				
	Two or more				
SEQ893	Level of Qualification Studied in 1989	6-7			
	Post-graduate degree or graduate diploma				
	Bachelor degree or diploma				
	Trade qualification or apprenticeship				
	Post-secondary certificate				
	Secondary certificate				
	Other				
SEQ894	Main Field of Study in 1989	6-7			
	Diploma, bachelor degree or higher				
	Administration, business studies, commerce				
	Law				
	Education				
	Medicine				
	Science, mathematics				
	Computing and information sciences				
	Veterinary science, agriculture, forestry				
	Engineering				
	Architecture				
	Social sciences, arts, humanities				
	Other				
	Trade qualification or apprenticeship				
	Metal fitting and machining				
	Other metal				
	Electrical and electronics				
	Building				
	Printing				
	Vehicle				
	Food				
	Hairdressing				
	Other				

VARIABLE	POPULATIONS	VARIABLE	POPULATIONS
SEQ894 Main Field of Study in 1989 (continued) Post-secondary certificate Business, administration, commerce Secretarial, typing, data processing Education, teacher training Nursing Other health, para-medical Science, computing, agriculture Engineering, architecture Transport, communication Arts, social studies, crafts Other Secondary certificate Other		SEQ8910 Who Recommended Commence Study Attendance Main period employer Other employer Other	6-7
SEQ895 Whether had completed a qualification in the Field of the Qualification Studied in 1989 Had not completed a qualification Had completed a qualification In that field Not in that field Not determined	6-7	SEQ881 Number of Qualifications in which Enrolled in 1988 One Two or more	8
SEQ896 Educational institution at which Enrolled in 1989 Secondary school University CAE/Institute of Technology Technical college/TAFE Business college Teaching hospital Other	6-7	SEQ882 Level of First Qualification Studied in 1988 Post-graduate degree or graduate diploma Bachelor degree or diploma Trade qualification or apprenticeship Post-secondary certificate Secondary certificate Other	8
SEQ897 Full-time/ Part-time Study Status in 1989 Enrolled for full academic year Full-time Part-time Correspondence Enrolled for part of academic year Full-time Part-time Correspondence Total Full-time Part-time Correspondence	6-7	SEQ883 Main Field of First Qualification Studied in 1988 Diploma, bachelor degree or higher Administration, business studies, commerce Law Education Medicine Science, mathematics Computing and information sciences Veterinary science, agriculture, forestry Engineering Architecture Social sciences, arts, humanities Other Trade qualification or apprenticeship Metal fitting and machining Other metal Electrical and electronics Building Printing Vehicle Food Hairdressing Other Post-secondary certificate Business, administration, commerce Secretarial, typing, data processing Education, teacher training Nursing Other health, para-medical Science, computing, agriculture Engineering, architecture Transport, communication Arts, social studies, crafts Other Secondary certificate Other	9
SEQ898 Whether Commenced Study in 1989 Commenced study in 1989 Commenced study prior to 1989 Studied in 1988 Did not study in 1988	6		
SEQ899 Employer Support for Study in 1989 Employer support provided Main period employer Paid for study materials or fees Provided paid study leave Other Other employer No employer support provided	6-7		

VARIABLE	POPULATIONS	VARIABLE	POPULATIONS
SEQ884 Whether had Completed a Qualification in the Field of First Qualification Studied for in 1988	8	SEQ8810 Level of Qualification Studied in 1988 and Continued in 1989	7
Had not completed a qualification		Post-graduate degree or graduate diploma	
Had completed a qualification		Bachelor degree or diploma	
In that field		Trade qualification or apprenticeship	
Not in that field		Post-secondary certificate	
Not determined		Secondary certificate	
Other		Other	
SEQ885 Educational Institution at which Enrolled for First Qualification Studied in 1988	8	SEQ8811 Main Field of Qualification Studied in 1988 and Continued in 1989	7
Secondary school		Diploma, bachelor degree or higher	
University		Administration, business studies, commerce	
CAE/Institute of Technology		Law	
Technical college/TAFE		Education	
Business college		Medicine	
Teaching hospital		Science, mathematics	
Other		Computing and information sciences	
SEQ886 Full-time/ Part-time Study Status for First Qualification Studied in 1988	8	Veterinary science, agriculture, forestry	
Enrolled for full academic year		Engineering	
Full-time		Architecture	
Part-time		Social sciences, arts, humanities	
Correspondence		Other	
Enrolled for part of academic year		Trade qualification or apprenticeship	
Full-time		Metal fitting and machining	
Part-time		Other metal	
Correspondence		Electrical and electronics	
Total		Building	
Full-time		Printing	
Part-time		Vehicle	
Correspondence		Food	
SEQ887 Whether Commenced Study for First Qualification Studied in 1988	8	Hairdressing	
Commenced study in 1988		Other	
Commenced study prior to 1988		Post-secondary certificate	
SEQ888 Employer Support for First Qualification Studied in 1988	8	Business, administration, commerce	
Employer support provided		Secretarial, typing, data processing	
Main period employer		Education, teacher training	
Paid for study materials or fees		Nursing	
Provided paid study leave		Other health, para-medical	
Other		Science, computing, agriculture	
Other employer		Engineering, architecture	
Paid for study materials or fees		Transport, communication	
Provided paid study leave		Arts, social studies, crafts	
Other		Other	
No employer support provided		Secondary certificate	
SEQ889 Who Recommended Study Attendance for First Qualification Studied in 1988	8	Other	
Main period employer		SEQ8812 Whether had completed a qualification in the Field of Qualification Studied in 1988 and Continued in 1989	7
Other employer		Had not completed a qualification	
Other		Had completed a qualification	
		In that field	
		Not in that field	
		Not determined	

VARIABLE	POPULATIONS	VARIABLE	POPULATIONS
SEQ8813 Educational Institution at which Enrolled in 1988 and Continued in 1989	7	EDC1B Level of Educational Attainment (2)	1-2,4-14
Secondary school		With post-school qualifications	
University		Post-graduate degree or graduate diploma	
CAE/Institute of Technology		Bachelor degree or diploma	
Technical college/TAFE		Trade qualification or apprenticeship	
Business college		Post-secondary certificate	
Teaching hospital		Other	
Other		Without post-school qualifications(a)	
SEQ8814 Full-time/ Part-time Study Status for Qualification Studied in 1988 and Continued in 1989	7	Attended highest level of secondary school available	
Enrolled for full academic year		Did not attend highest level of secondary school available	
Full-time		Left at age -	
Part-time		18 years or over	
Correspondence		16 or 17 years	
Enrolled for part of academic year		14 or 15 years	
Full-time		13 years or under	
Part-time		Never attended school	
Correspondence			
Total		(a) Includes those for whom secondary school qualifications could not be determined.	
Full-time			
Part-time			
Correspondence			
SEQ8815 Whether Commenced Study in 1988 for Qualification continued in 1989	7	EDC2 Main Field of Study	3
Commenced study in 1988		Diploma, bachelor degree or higher	
Commenced study prior to 1988		Administration, business studies, commerce	
SEQ8816 Employer Support for Qualification Studied in 1988 and Continued in 1989	7	Law	
Employer support provided		Education	
Main period employer		Medicine	
Paid for study materials or fees		Science, mathematics	
Provided paid study leave		Computing and information sciences	
Other		Veterinary science, agriculture, forestry	
Other employer		Veterinary science, agriculture, forestry	
Paid for study materials or fees		Engineering	
Provided paid study leave		Architecture	
Other		Social sciences, arts, humanities	
No employer support provided		Other	
SEQ8817 Who Recommended Commence Study Attendance for Qualification Studied in 1988 and Continued in 1989	7	Trade qualification or apprenticeship	
Main period employer		Metal fitting and machining	
Other employer		Other metal	
Other		Electrical and electronics	
		Building	
		Printing	
		Vehicle	
		Food	
		Hairdressing	
		Other	
		Post-secondary certificate	
		Business, administration, commerce	
		Secretarial, typing, data processing	
		Education, teacher training	
		Nursing	
		Other health, para-medical	
		Science, computing, agriculture	
		Engineering, architecture	
		Transport, communication	
		Arts, social studies, crafts	
		Other	
		Other	

VARIABLE	POPULATIONS	VARIABLE	POPULATIONS
EDC3	Year Completed Before 1950 1950 - 1959 1960 - 1969 1970 - 1979 1980 - 1989	3	
EDC4	Where Qualifications Obtained Australia Overseas	3	
EDC5	Employer Support for Highest Qualification Obtained Employer support provided Main period employer Paid for study materials or fees Provided paid study leave Other Other employer Paid for study materials or fees Provided paid study leave Other Not determined No employer support provided	3	
EDC6	Number of Post-school Qualifications Obtained One Two or more	3	
QUALIFICATION REQUIRED TO OBTAIN MAIN PERIOD JOB			
QOPJ1A	Level of Educational Qualification Required to Obtain Job with Main Period Employer (1) Educational qualification required Post-graduate degree or graduate diploma Bachelor degree or diploma Trade qualification or apprenticeship Post-secondary certificate Secondary certificate Other No educational qualification required	1-13	
QOPJ2A	Whether Completed Study Prior to Starting Job with Main Period Employer (1) Educational qualification required Completed study prior to starting job Had not completed study prior to starting job Not determined No educational qualification required	1-13	
QOPJ3A	Employer Support for Study to Obtain the Required Qualification (1) Educational qualification required Employer support provided Main period employer Paid for study materials or fees Provided paid study leave Other Other employer Paid for study materials or fees Provided paid study leave Other No employer support provided No educational qualification required	1-13	
IN-HOUSE TRAINING COURSES			
TCIH1A	Number of In-house Training Courses Attended in the Last 12 Months (1) 0 - 99 courses	1-9,11-14	
TCIH2	Types of In-house Training Courses Attended in the Last 12 Months Management and professional training Technical and para-professional training Trade/craft training Clerical/office training Sales and personal service training Transport and machinery operation training Labouring and related training Induction training General supervisory training General computing skills training General health and safety training Other training	Course file 10	
TCIH3	Main Type of In-house Training Course Attended in the Last 12 Months Management and professional training Technical and para-professional training Trade/craft training Clerical/office training Sales and personal service training Transport and machinery operation training Labouring and related training Induction training General supervisory training General computing skills training General health and safety training Other training	10	

VARIABLE	POPULATIONS	VARIABLE	POPULATIONS
TCIH4A Summary of Types of In-house Training Courses Attended in the Last 12 Months (1)	10	Without structured notes or a manual Self paced course Not a self paced course	
Attended one in-house training course		Conducted without an instructor	
Type of course -		With structured notes or a manual	
Management and professional training		Self paced course	
Technical and para-professional training		Not a self paced course	
Trade/craft training		Without structured notes or a manual	
Clerical/office training		Self paced course	
Sales and personal service training		Not a self paced course	
Transport and machinery operation training			
Labouring and related training		TCIH9 Structure of Main In-house Training Course Attended in the Last 12 Months	10
Induction training		Conducted with an instructor	
General supervisory training		With structured notes or a manual	
General computing skills training		Self paced course	
General health and safety training		Not a self paced course	
Other training		Without structured notes or a manual	
Attended two or more in-house training courses		Self paced course	
All courses of the same type		Not a self paced course	
Management and professional training		Conducted without an instructor	
Technical and para-professional training		With structured notes or a manual	
Trade/craft training		Self paced course	
Clerical/office training		Not a self paced course	
Sales and personal service training		Without structured notes or a manual	
Transport and machinery operation training		Self paced course	
Labouring and related training		Not a self paced course	
Induction training			
General supervisory training		TCIH10 Whether In-house Training Courses were for Retraining	Course file 10
General computing skills training		Did training to enable a different kind of work	
General health and safety training		Did not do training to enable a different kind of work	
Other training			
Attended courses of different types		TCIH11 Whether Main In-house Training Course was for Retraining	10
TCIH5 Time Spent on In-house Training Courses Attended in the Last 12 Months	Course file 10	Did training to enable a different kind of work	
0 - 9999 hours		Did not do training to enable a different kind of work	
TCIH6A Total time Spent on In-house Training Courses Attended in the Last 12 Months (1)	1-9,11-14		
0 - 9999 hours		TCIH12 Summary of Whether In-house Training Courses were for Retraining	10
TCIH7 Time Spent on Main In-house Training Course Attended in the Last 12 Months	10	Attended one in-house training course	
0 - 9999 hours		Did training to enable a different kind of work	
		Did not do training to enable a different kind of work	
TCIH8 Structure of In-house Training Courses Attended in the Last 12 Months	Course file 10	Attended two or more in-house training courses	
Conducted with an instructor		Did all training courses to enable a different kind of work	
With structured notes or a manual		Did some training courses to enable a different kind of work	
Self paced course		Did no training courses to enable a different kind of work	
Not a self paced course			

VARIABLE	POPULATIONS	VARIABLE	POPULATIONS
TCIH13 Whether did In-house Training Courses to Help Obtain a Promomtion	Course file 10	TCIH18 Summary of Whether Skills Gained through In-house Training Courses Transferable to Another Employer	10
Did training to help obtain a promotion		Attended one in-house training course	
Training helped in obtaining a promotion		Skills gained could be used with another employer	
Training is likely to help in obtaining a promotion		Skills gained could not be used with another employer	
Other		Attended two or more in-house training courses	
Did not do training to help obtain a promotion		Skills gained in all training courses could be used with another employer	
Training helped in obtaining a promotion		Skills gained in some training courses could be used with another employer	
Training is likely to help in obtaining a promotion		Skills gained in training courses could not be used with another employer	
Other			
TCIH14 Whether did Main In-house Training Course to Help Obtain a Promotion	10	TCIH19 Who Recommended Attendance at In-house Training Courses	Course file 10
Did training to help obtain a promotion		Main period employer	
Training helped in obtaining a promotion		Other employer	
Training is likely to help in obtaining a promotion		Other	
Other			
Did not do training to help obtain a promotion		TCIH20 Who Recommended Attendance at Main In-house Training Course	10
Training helped in obtaining a promotion		Main period employer	
Training is likely to help in obtaining a promotion		Other employer	
Other		Other	
TCIH15 Summary of Whether did In-house Training Courses to Help Obtain a Promotion	10	TCIH21 Summary of Who Recommended Attendance at In-house Training Courses	10
Attended one in-house training course		Attended one in-house training course	
Did training to help obtain a promotion		Course recommended by -	
Did not do training to help obtain a promotion		Main period employer	
		Other employer	
		Other	
Attended two or more in-house training courses		Attended two or more in-house training courses	
Did all training courses to help obtain a promotion		Course recommended by -	
Did some training courses to help obtain a promotion		Main period employer only	
Did no training courses to help obtain a promotion		Other employer only	
		Other only	
		Combination of the above	
TCIH16 Whether Skills Gained through In-house Training Courses Transferable to Another Employer	Course file 10	TCIH22 Whether In-house Training Courses Required to Obtain Job with Main Period Employer	Course file 10
Skills gained could be used with another employer		Required to obtain job with main period employer	
Skills gained could not be used with another employer		Not required to obtain job with main period employer	
		Commenced job with main period employer in the last 12 months	
		Commenced job with main period employer more than 12 months ago	
TCIH17 Whether Skills Gained through Main In-house Training Course Transferable to Another Employer	10		
Skills gained could be used with another employer			
Skills gained could not be used with another employer			

VARIABLE	POPULATIONS	VARIABLE	POPULATIONS
TCIH23 Whether Main In-house Training Course Required to Obtain Job with Main Period Employer Required to obtain job with main period employer Not required to obtain job with main period employer Commenced job with main period employer in the last 12 months Commenced job with main period employer more than 12 months ago	10	TCIH29 Time Spent on Management and Professional Courses - In-house 0 - 9999 hours	10
TCIH24 Summary of Whether In-house Training Courses Required to Obtain Job with Main Period Employer Attended one in-house training course Required to obtain job with main period employer Not required to obtain job with main period employer Attended two or more in-house training courses All courses required to obtain job with main period employer Some courses required to obtain job with main period employer No courses required to obtain job with main period employer	10	TCIH30 Time Spent on Technical and Para-Professional Training Courses - In-house 0 - 9999 hours	10
TCIH25 Who Organised In-house Training Courses Main period employer Other employer	Course file 10	TCIH31 Time Spent on Trade/ Craft Training Courses - In-house 0 - 9999 hours	10
TCIH26 Who Organised Main In-house Training Course Main period employer Other employer	10	TCIH32 Time Spent on Clerical/ Office Training Courses - In-house 0 - 9999 hours	10
TCIH27 Summary of Who Organised In-house Training Courses Attended one in-house training course Organised by main period employer Organised by other employer Attended two or more in-house training courses All courses organised by main period employer Some courses organised by main period employer No courses organised by main period employer	10	TCIH33 Time Spent on Sales and Personal Service Training Courses - In-house 0 - 9999 hours	10
TCIH28 Total Time Spent on In-house and Employer Supported External Training Courses Attended in the Last 12 Months 0 - 9999 hours	10	TCIH34 Time Spent on Transport and Machinery Operation Training Courses - In-house 0 - 9999 hours	10
		TCIH35 Time Spent on Labouring and Related Training Courses - In-house 0 - 9999 hours	10
		TCIH36 Time Spent on Induction Training Courses - In-house 0 - 9999 hours	10
		TCIH37 Time Spent on General Supervisory Training Courses - In-house 0 - 9999 hours	10
		TCIH38 Time Spent on General Computing Skills Training Courses - In-house 0 - 9999 hours	10
		TCIH39 Time Spent on General Health and Safety Training Courses - In-house 0 - 9999 hours	10
		TCIH40 Time Spent on Other Training Courses - In-house 0 - 9999 hours	10

VARIABLE	POPULATIONS	VARIABLE	POPULATIONS
EXTERNAL TRAINING COURSES		TCEX5A Summary of Types of External Training Courses Attended in the Last 12 Months	
TCEX1A Number of External Training Courses Attended in the Last 12 Months (1)	1-10	Attended one external training course	11-13
0 - 99 courses		Type of course -	
TCEX2 Types of External Training Courses Attended in the Last 12 Months	Course file 11-13	Management and professional training	
Management and professional training		Technical and para-professional training	
Technical and para-professional training		Trade/craft training	
Trade/craft training		Clerical/office training	
Clerical/office training		Sales and personal service training	
Sales and personal service training		Transport and machinery operation training	
Transport and machinery operation training		Labouring and related training	
Labouring and related training		Induction training	
Induction training		General supervisory training	
General supervisory training		General computing skills training	
General computing skills training		General health and safety training	
General health and safety training		Other training	
Other training		Attended two or more external training courses	
TCEX3 Main Type of External Training Course Attended in the Last 12 Months	11-13	All courses of the same type -	
Management and professional training		Management and professional training	
Technical and para-professional training		Technical and para-professional training	
Trade/craft training		Trade/craft training	
Clerical/office training		Clerical/office training	
Sales and personal service training		Sales and personal service training	
Transport and machinery operation training		Transport and machinery operation training	
Labouring and related training		Labouring and related training	
Induction training		Induction training	
General supervisory training		General supervisory training	
General computing skills training		General computing skills training	
General health and safety training		General health and safety training	
Other training		Other training	
TCEX4 Main Type of External Training Course Attended in the Last 12 Months While Working	12	Attended courses of different types	
Management and professional training		TCEX6 Time Spent on External Training Courses Attended in the Last 12 Months	Course file 11-13
Technical and para-professional training		0 - 9999 hours	
Trade/craft training		TCEX7A Total Time Spent on External Training Courses Attended in the Last 12 Months (1)	1-10
Clerical/office training		0 - 9999 hours	
Sales and personal service training		TCEX8 Total Time Spent on External Training Courses Supported by an Employer	All
Transport and machinery operation training		0 - 9999 hours	
Labouring and related training		TCEX9 Total Time Spent on External Training Courses Not Supported by an Employer	All
Induction training		0 - 9999 hours	
General supervisory training			
General computing skills training			
General health and safety training			
Other training			

VARIABLE	POPULATIONS	VARIABLE	POPULATIONS
TCEX10 Time Spent on Main External Training Course Attended in the Last 12 Months 0 - 9999 hours	11-13	Did some training courses to enable a different kind of work Did no training courses to enable a different kind of work	
TCEX11 Structure of External Training Courses Course file 11-13 Conducted with an instructor With structured notes or a manual Self paced course Not a self paced course Without structured notes or a manual Self paced course Not a self paced course Conducted without an instructor With structured notes or a manual Self paced course Not a self paced course Without structured notes or a manual Self paced course Not a self paced course		TCEX15 Whether Main External Training Course Attended While Working for Retraining 12 Did training to enable a different kind of work Did not do training to enable a different kind of work	
TCEX12 Structure of Main External Training Course 11-13 Conducted with an instructor With structured notes or a manual Self paced course Not a self paced course Without structured notes or a manual Self paced course Not a self paced course Conducted without an instructor With structured notes or a manual Self paced course Not a self paced course Without structured notes or a manual Self paced course Not a self paced course		TCEX16 Whether did External Training Courses While Working to Help Obtain a Promotion Course file 12 Did training to help obtain a promotion Training helped in obtaining promotion Training is likely to help in obtaining a promotion Other Did not do training to help obtain a promotion Training helped in obtaining a promotion Training is likely to help in obtaining a promotion Other	
TCEX13 Whether External Training Courses Attended While Working for Retraining Course file 12 Did training to enable a different kind of work Did not do training to enable a different kind of work		TCEX17 Whether did Main External Training Course While Working to Help Obtain a Promotion 12 Did training to help obtain a promotion Training helped in obtaining a promotion Training is likely to help in obtaining a promotion Other Did not do training to help obtain a promotion Training helped in obtaining a promotion Training is likely to help in obtaining a promotion Other	
TCEX14 Summary of Whether External Training Courses Attended While Working for Retraining 12 Attended one external training course while working Did training to enable a different kind of work Did not do training to enable a different kind of work Attended two or more external training courses while working Did all training courses to enable a different kind of work		TCEX18 Summary of Whether did External Training Courses While Working to Help Obtain a Promotion 12 Attended one external training course while working Did training to help obtain a promotion Did not do training to help obtain a promotion Attended two or more external training courses while working Did all training courses to help obtain a promotion Did some training courses to help obtain a promotion Did no training courses to help obtain a promotion	

VARIABLE	POPULATIONS	VARIABLE	POPULATIONS
TCEX19 Whether Skills Gained through External Training Courses Attended While Working Transferable to Another Employer Skills gained could be used with another employer Skills gained could not be used with another employer Course file 12		Attended two or more external training courses while working Courses recommended by – Main period employer only Other employer only Other only Combination of the above	
TCEX20 Whether Skills Gained through Main External Training Course Attended While Working Transferable to Another Employer Skills gained could be used with another employer Skills gained could not be used with another employer 12		TCEX25 Whether External Training Courses Required to Obtain Job with Main Period Employer Required to obtain job with main period employer Not required to obtain job with main period employer Commenced job with main period employer in the last 12 months Commenced job with main period employer more than 12 months ago Course file 11-13	
TCEX21 Summary of Whether Skills Gained through External Training Courses Attended While Working Transferable to Another Employer Attended one external training course while working Skills gained could be used with another employer Skills gained could not be used with another employer Attended two or more external training courses while working Skills gained in all training courses could be used with another employer Skills gained in some training courses could be used with another employer Skills gained in training courses could not be used with another employer 12		TCEX26 Whether Main External Training Course Required to Obtain Job with Main Period Employer Required to obtain job with main period employer Not required to obtain job with main period employer Commenced job with main period employer in the last 12 months Commenced job with main period employer more than 12 months ago 11-13	
TCEX22 Who Recommended Attendance at External Training Courses Attended While Working Main period employer Other employer Other Course file 12		TCEX27 Summary of Whether External Training Courses Required to Obtain Job with Main Period Employer Attended one external training course Required to obtain job with main period employer Not required to obtain job with main period employer Attended two or more external training courses All courses required to obtain job with main period employer Some courses required to obtain job with main period employer No courses required to obtain job with main period employer 11-13	
TCEX23 Who Recommended Attendance at Main External Training Course Attended While Working Main period employer Other employer Other 12		TCEX28 Employer Support for External Training Courses Attended While Working Employer support provided Main period employer Paid for study materials or fees Provided paid study leave Other Other employer No employer support provided Course file 12	
TCEX24 Summary of Who Recommended Attendance at External Training Courses Attended While Working Attended one external training course while working Course recommended by – Main period employer Other employer Other 12			

VARIABLE	POPULATIONS	VARIABLE	POPULATIONS
TCEX29 Employer Support for Main External Training Course Attended While Working	12	Did not do training to help obtain a job Training helped in obtaining a job Better job or more money than previous job Other/no previous job Training did not help in obtaining a job	
Employer support provided Main period employer Paid for study materials or fees Provided paid study leave Other Other employer No employer support provided		TCEX34 Whether did Main External Training Course While Not Working to Help Obtain a Job	13
TCEX30 Summary of Employer Support for External Training Course Attended While Working	12	Did training to help obtain a job Training helped in obtaining a job Better job or more money than previous job Other/no previous job Training did not help in obtaining a job Did not do training to help obtain a job Training helped in obtaining a job Better job or more money than previous job Other/no previous job Training did not help in obtaining a job	
Attended one external training course while working Employer support provided Main period employer Paid for study materials or fees Provided paid study leave Other Other employer No employer support provided Attended two or more external training courses while working Employer support provided Main period employer Paid for study materials or fees Provided paid study leave Other Other employer No employer support provided		TCEX35 Summary of Whether did External Training Courses While Not Working to Help Obtain a Job	13
TCEX31 Provider of External Training Courses	Course file 11-13	Attended one external training course while not working Did training to help obtain a job Did not do training to help obtain a job Attended two or more external training courses while not working Did all training courses to help obtain a job Did some training courses to help obtain a job Did no training courses to help obtain a job	
Educational institution Training consultant Equipment supplier or manufacturer Professional or industrial association Other		TCEX36A Number of External Training Courses Attended in the Last 12 Months While Working (1)	11-13
TCEX32 Provider of Main External Training Course	11-13	None One Two Three Four	
Educational institution Training consultant Equipment supplier or manufacturer Professional or industrial association Other		TCEX37A Number of External Training Courses Attended in the Last 12 Months While Not Working (1)	11-13
TCEX33 Whether did External Training Courses While Not Working to Help Obtain a Job	Course file 13	None One Two Three Four	
Did training to help obtain a job Training helped in obtaining a job Better job or more money than previous job Other/no previous job Training did not help in obtaining a job			

VARIABLE	POPULATIONS	VARIABLE	POPULATIONS
TCEX38 Whether Working at the Time Attended Main External Training Course Working Not working	11-13	TCEX48 Time Spent on Induction Training Courses - External 0 - 9999 hours	11-13
TCEX39 Number of External Training Courses Attended in the Last 12 Months While Working Supported By Employer None One Two Three Four	12	TCEX49 Time Spent on General Supervisory Training Courses - External 0 - 9999 hours	11-13
TCEX40 Number of External Training Courses Attended in the Last 12 Months While Working Not Supported By Employer None One Two Three Four	12	TCEX50 Time Spent on General Computing Skills Training Courses - External 0 - 9999 hours	11-13
TCEX41 Time Spent on Management and Professional Training Courses - External 0 - 9999 hours	11-13	TCEX51 Time Spent on General Health and Safety Training Courses - External 0 - 9999 hours	11-13
TCEX42 Time Spent on Technical and Para-Professional Training Courses - External 0 - 9999 hours	11-13	TCEX52 Time Spent on Other Training Courses - External 0 - 9999 hours	11-13
TCEX43 Time Spent on Trade/ Craft Training Courses - External 0 - 9999 hours	11-13	TCEX53 Total Time Spent on External Training Courses Attended in the Last 12 Months While Working 0 - 9999 hours	12
TCEX44 Time Spent on Clerical/ Office Training Courses - External 0 - 9999 hours	11-13	TCEX54 Total Time Spent on External Training Courses in the Last 12 Months While Not Working 0 - 9999 hours	13
TCEX45 Time Spent on Sales and Personal Service Training Courses - External 0 - 9999 hours	11-13	TRAINING CATEGORIES	
TCEX46 Time Spent on Transport and Machinery Training Courses - External 0 - 9999 hours	11-13	TC1 Categories of Training Undertaken in the Last 12 Months Study for educational qualification in 1988 External, employer supported External, not employer supported Total external In-house On-the-job Total training	All
TCEX47 Time Spent on Labouring and Related Training Courses - External 0 - 9999 hours	11-13	TC2 Main Type of In-house or External Training Course Attended in the Last 12 Months Management and professional training Technical and para-professional training Trade/craft training Clerical/office training Sales and personal service training Transport and machinery operation training	5

VARIABLE	POPULATIONS	VARIABLE	POPULATIONS
TC2	Main type of In-house or External Training Course Attended in the Last 12 Months (continued) Labouring and related training Induction training General supervisory training General computing skills training General health and safety training Other training	TC7	Whether did Main In-house or External Training Course to Help Obtain a Promotion 5 Attended main training course while working Did training to help obtain a promotion Training helped in obtaining a promotion Training is likely to help in obtaining a promotion Other Did not do training to help obtain a promotion Training helped in obtaining a promotion Training is likely to help in obtaining a promotion Other Attended main training course while not working
TC3	Category of Main In-house or External Training Course Attended in the Last 12 Months 5 External, while working Employer support provided No employer support provided External, while not working In-house	TC8	Whether Skills Gained through Main In-house or External Training Course Transferable to Another Employer 5 Attended main training course while working Skills gained could be used with another employer Skills gained could not be used with another employer Attended main training course while not working
TC4	Time Spent on Main In-house or External Training Course Attended in the Last 12 Months 5 0 - 9999 hours	TC9	Who Recommended Attendance at Main In-house or External Training Course 5 Attended main training course while working Course recommended by - Main period employer Other employer Other Attended main training course while not working
TC5	Structure of Main In-house or External Training Course Attended in the Last 12 Months 5 Conducted with an instructor With structured notes or a manual Self paced course Not a self paced course Without structured notes or a manual Self paced course Not a self paced course Conducted without an instructor With structured notes or a manual Self paced course Not a self paced course Without structured notes or a manual Self paced course Not a self paced course	TC10	Whether Main In-house or External Training Course Required to Obtain Job with Main Period Employer 5 Attended main training course while working Required to obtain job with main period employer Not required to obtain job with main period employer Commenced job with main period employer in the last 12 months Commenced job with main period employer more than 12 months ago Attended main training course while not working
TC6	Whether Main In-house or External Training Course was for Retraining 5 Attended main training course while working Did training to enable a different kind of work Did not do training to enable a different kind of work Attended main training course while not working		

VARIABLE	POPULATIONS	VARIABLE	POPULATIONS
TC11 Total Time Spent on In-house or External Training Courses Attended in the Last 12 Months 0 - 9999 hours	5	TC20 Time Spent on General Supervisory Training Courses - In-house and External 0 - 9999 hours	5
TC12 Time Spent on Management and Professional Training Courses - In-house and External 0 - 9999 hours	5	TC21 Time Spent on General Computing Skills Training Courses - In-house and External 0 - 9999 hours	5
TC13 Time Spent on Technical and Para-Professional Training Courses - In-house and External 0 - 9999 hours	5	TC22 Time Spent on General Health and Safety Training Courses - In-house and External 0 - 9999 hours	5
TC14 Time Spent on Trade/ Craft Training Courses - In-house and External 0 - 9999 hours	5	TC23 Time Spent on Other Training Courses - In-house and External 0 - 9999 hours	5
TC15 Time Spent on Clerical/ Office Training Courses - In-house and External 0 - 9999 hours	5	ON-THE-JOB TRAINING ACTIVITIES	
TC16 Time Spent on Sales and Personal Service Training Courses - In-house and External 0 - 9999 hours	5	UTA1 All On-the-Job Training Activities Undertaken in the Last 12 Months Undertook on-the-job training activities Being shown how to do the job Watching others work Asking questions of co-workers Teaching self Did not undertake on-the-job training activities	All
TC17 Time Spent on Transport and Machinery Operation Training Courses - In-house and External 0 - 9999 hours	5	UTA2 Main On-the-Job Training Activity Undertaken in the Last 12 Months Undertook on-the-job training activities Being shown how to do the job Watching others work Asking questions of co-workers Teaching self Did not undertake on-the-job training activities	All
TC18 Time Spent on Labouring and Related Training Courses - In-house and External 0 - 9999 hours	5		
TC19 Time Spent on Induction Training Courses - In-house and External 0 - 9999 hours	5		

APPENDIX D

DELETION OF VARIABLES

For reasons of confidentiality and/or statistical integrity, the following items have been deleted.

VARIABLE	POPULATIONS	VARIABLE	POPULATIONS
DEM1	State of Usual Residence New South Wales Victoria Queensland South Australia Western Australia Tasmania Northern Territory Australian Capital Territory	DEM6C	Family Status (3) Member of a family Husband or wife With dependents present Without dependents present Other family head Full-time student aged 15-24 (a) Other child of married couple or family head Other relative of married couple or family head Not a member of a family Family status not determined
DEM2	Geographical Area Metropolitan Non-metropolitan		
DEM3	Dissemination Region Standard Labour Force dissemination regions		(a) Excludes persons attending school.

APPENDIX E

UNIT RECORD FILE ORDER FORMS

A guide to completing order forms

Form HWGTT89/1 is used for ordering the Survey of How Workers Get Their Training, 1989 unit record file and should be completed with the assistance of someone with technical knowledge of the computer system to be used to process the files. You are required to sign the order form (HWGTT89/1), which contains details of the files and your tape labelling requirements etc.

2. You must also ensure that the Undertaking (HWGTT89/2) made in pursuance of sub-clause 7(1) under the *Census and Statistics Act 1905*, in which you undertake to use the data on the files for statistical purposes only, is signed by an authorised person and that a copy is retained by you. Please ensure that the name of your organisation (if applicable) and the date of your request are provided. No orders will be processed unless the order form and undertaking are fully completed and signed.

3. There are two pricing levels associated with the files: one for 'secondary providers' of ABS data, the second for other users. The term 'secondary provider' applies to any person or organisation obtaining standard products on magnetic tape or floppy disk, or on any media from ABS special data base interrogation services or special computer based services, and who then disseminates products to a third party where the major component of such products is statistical data obtained from the ABS. Persons or organisations preparing consultant or research reports that rely on ABS data are not regarded as secondary providers where research and analysis is the major component of the reports.

4. The price of the HWGTT unit record file is \$5,000 including freight and handling charges to a destination within Australia. Overseas customers are required to pay the appropriate freight charge. Additional charges apply to 'secondary providers' as defined above. For further information contact the Assistant Director (Training), Education and Training Section on Canberra (06) 252 6660.

5. The ABS will initialise all magnetic tapes in its Tape Management System with the details specified by the user on the order form. Labelled tapes will be allocated a volume serial number (VSN) by the ABS. If you are unable to accept an ABS supplied VSN, please contact the Data Base Administrator on Canberra (06) 252 6526.

Conditions of sale or lease of ABS proprietary products*Client's order*

6. The Australian Bureau of Statistics (ABS) proprietary products are sold or leased by the Commonwealth of Australia ('the Commonwealth') by

and through the ABS. The ABS proprietary products ordered by the Client are specified on form HWGTT89/1. Prices for ABS proprietary products are subject to change without notice by the Commonwealth.

Copyright of ABS proprietary products

7. The following conditions apply:

- (a) The Client acknowledges that ABS proprietary products are special, valuable and unique products in which the Commonwealth holds copyright. The Client agrees not to disclose to any third party any information, including specifications, drawings, designs, know-how, or details of software (whether of a commercial or technical nature) in the products, without the prior written consent of the Commonwealth and payment of appropriate additional charges (see (d) below).
- (b) In respect of any data in computer readable form or software comprising the products, the Commonwealth authorises the Client to use the said data or software on a non-transferable and non-exclusive basis and to copy any such data or software only for backup purposes.
- (c) Copying of data or software for purposes other than backup is prohibited. Discounts for multiple copies and site licences apply.
- (d) As a general principle, nothing in these conditions should prevent the Client from quoting statistical data contained in the products, providing
 - (i) that the ABS is cited as the source of the data used;
 - (ii) that analysis or transformation of the data is not attributed to the ABS;
 - (iii) the terminology used is that used by the ABS for describing data; and
 - (iv) the reproduced material is provided free-of-charge by the Client to the end-user and there is no likely impact on ABS publication sales. Where permission is sought to utilise Commonwealth copyright material to generate a financial return, the Commonwealth reserves the right to set an appropriate charge or to require an equitable revenue sharing arrangement.
- (e) If the Client wishes to deviate from these conditions in any way, the Client must first contact the Assistant Director (Training), Education and Training Section on Canberra (06) 252 6660.

Warranty

8. Except as provided in paragraph 9:

- (a) No conditions or warranties, either express or implied, are given or offered for the proprietary products sold or leased pursuant to the Client's order nor does the Commonwealth warrant the suitability of these products for any purpose. The Commonwealth shall not be liable for any damage, injury or loss arising or resulting directly or indirectly from the Client's use of any of these products.
- (b) Neither the Commonwealth or the ABS nor their servants or agents shall be liable to the Client for any loss or damage arising or resulting directly or indirectly from any statement, information or advice made or given, whether negligently or otherwise, in relation to any product, its compilation or production, or the use to which it is intended to be put and without limiting the generality of the foregoing, any liability for faulty material or inaccuracies in the basic data or the physical condition of the product is expressly negated.
- (c) Where the data is provided by the ABS on magnetic tape or disk, utmost care will be taken in preparing and handling each tape or disk. However, deterioration may occur between the time of copy and the Client's receipt of the tape or disk. Accordingly, if the tape or disk is unreadable on receipt, and this is reported to the ABS within 28 days of dispatch, it will be recopied free of charge. As an added precaution, at least one security copy of the tape or disk should be made on receipt.

Limitation of liability of the Commonwealth

9. The liability of the Commonwealth in respect of any damage, injury or loss suffered from the use of any of the proprietary products shall be limited to:

- (a) the replacement of the product or the supply of an equivalent product; or
- (b) an amount not exceeding \$100 for any claim arising out of or in connection with the relationship established by this Agreement.

Applicable law

10. This Agreement shall be construed in accordance with the law of the Australian Capital Territory and the parties submit to the jurisdiction of the courts of that Territory.

Ordering procedure

11. Forward the signed order form (HWGTT89/1) and the Undertaking (HWGTT89/2) with your payment to:

The Assistant Director (Training)
Education and Training Section
Australian Bureau of Statistics
PO Box 10
BELCONNEN ACT 2616

Telephone (06) 252 6660

12. Make all cheques payable to The Collector of Public Monies.

13. Payment for the file must be received in advance of the supply date. Purchase orders are not acceptable.

Further information

14. If you have any queries about this service, please telephone or write to the above address.

HWGTT89/1 ORDER FORM

HOW WORKERS GET THEIR TRAINING, 1989 UNIT RECORD FILE

To:
 The Assistant Director (Training)
 Education and Training Section
 The Australian Bureau of Statistics
 PO Box 10
 BELCONNEN ACT 2616

1. Supply me with the How Workers Get Their Training Survey unit record file on magnetic tape/floppy disk* at the price of \$5,000.

2. MAGNETIC TAPE

I require the following tape formats. (The ABS recommends that you consult with your computer services area to establish your tape options.)

- (a) TICK ONE
 COPYING
 OPTION

- ☐ ANSI LABELS and ASCII CODE SET
☐ FACOM LABELS and EBCDIC CODE SET
☐ UNLABELLED and ASCII CODE SET
☐ UNLABELLED and EBCDIC CODE SET

- (b) RECORDING
 DENSITY

- ☐ 63 RPmm (1600 BPI)
☐ 246 RPmm (6250 BPI)

- (c) EXPIRY
 DATE

- ☐ Permanent protection
☐ Default 30 day protection

Other (YYDDD)

- (d) VOLUME SERIAL NUMBER
 Can you accept an ABS supplied VSN?

☐ Yes

No
 ENTER your VSN for VOL1 label.

IMPORTANT: Please phone
 the Data Base Administrator,
 Canberra, (06) 252 6526
 before entering your VSN.

3. FLOPPY DISK

- ☐ 3 1/2" Double sided, double density
☐ 5 1/4" Double sided, double density

* Delete as appropriate.

ABS USE ONLY			
Tape number	VSN	Indent number	Date order received



- Name.....
- Position.....
- Organisation.....
- Address.....
-Postcode.....
- Telephone ().....

- Name.....
- Position.....
- Telephone ()......

9. If you prefer to pay by credit card, complete the following:

Bankcard ☐ Mastercard ☐ Visa ☐ for \$

Card number: | | | | | | | | | | | | | | | |

Name on card Please Print

Expiry date..... Signature

Telephone () Date

HWGTT89/1— *continued***SECTION A. (To be completed by secondary providers)**

NOW I,.....
(Full name and position)

in the.....
(Name of department or organisation)

HEREBY CONSIDER that I/the Department/the organisation fit/s into the category of 'secondary provider', as defined in paragraph 3, Appendix E and agree to the Conditions of Sale set out in paragraphs 6 to 10 inclusive of Appendix E on pages 31 and 32 of the Information Paper.

Dated this..... day of..... 19.....

Signature

Name of Signatory

Position of Signatory.....

SECTION B. (To be completed by non-secondary providers)

NOW I,.....
(Full name and position)

in the.....
(Name of department or organisation)

HEREBY CONSIDER that I/the Department/the organisation do/does not fit into the category of 'secondary provider', as defined in paragraph 3, Appendix E and I undertake that I/the Department/the organisation will not pass the data on, in any form, to a third party without the prior approval of the ABS, and agree to the Conditions of Sale set out in paragraphs 6 to 10 inclusive of Appendix E on pages 31 and 32 of the Information Paper.

Dated this..... day of..... 19.....

Signature

Name of Signatory

Position of Signatory.....

NOTE: THE UNDERTAKING (HWGTT89/2) ON PAGE 37 MUST BE FULLY COMPLETED AND RETURNED WITH THIS ORDER FORM.



APPENDIX F

FORM HWGTT89/2

THE UNDERTAKING

HOW WORKERS GET THEIR TRAINING, 1989 UNIT RECORD FILE UNDERTAKING
MADE IN PURSUANCE OF SUB-CLAUSE 7(1) OF THE DETERMINATION UNDER THE
CENSUS AND STATISTICS ACT 1905 (STATUTORY RULES 1983, NO. 19)

WHEREAS

- (A) Subsection 13(1) of the *Census and Statistics Act 1905* ('the Act') provides for the Minister for the time being administering the Act to make by instrument in writing determinations providing for and in relation to the disclosure with the approval in writing of the Australian Statistician ('the Statistician') of information included in a specified class of information furnished in pursuance of the Act;
- (B) On 16 February 1983 the Minister of State for Veterans' Affairs acting for and on behalf of the Treasurer (the latter being the Minister at that time administering the Act) made a determination ('the determination') being No. 19 of Statutory Rules 1983;
- (C) Sub-clause 7(1) of the determination permits upon the terms therein specified disclosure of information, if the Statistician has been given an undertaking of the type specified in sub-clause 7(2) of the determination ('undertaking').

NOW I.....
(Full name and position)

in the.....
(Name of department or organisation)

HEREBY UNDERTAKE that I/the Department/the organisation, will use the unidentified individual records from the How Workers Get Their Training Survey, 1989 provided by the Australian Statistician for statistical purposes only. (See page 2 of this publication for clarification).

Dated this.....day of.....19.....

Signature.....

Name of Signatory.....

Position of Signatory.....



CLAUSE 7, STATUTORY RULES 1983, NO. 19

Disclosure of unidentified information

7(1) Information in the form of individual statistical records may, with the approval in writing of the Statistician, be disclosed where—

- (a) all identifying information such as name and address has been removed;
- (b) the information is not likely to enable the identification of the particular person or organisation to which it relates; and
- (c) the Statistician has been given a relevant undertaking for the purposes of this clause.

(2) A reference in paragraph (1)(c) to a relevant undertaking shall be read as a reference to an undertaking in writing by—

- (a) in the case of information to be disclosed to a person, being an individual — that person;
- (b) in the case of information to be disclosed to an official body — the responsible Minister in relation to, or a responsible officer of, that official body; or
- (c) in the case of information to be disclosed to an organisation other than an official body — a responsible officer of that organisation,

that the information will be used for statistical purposes only.

SUBSECTIONS 13(1) AND (2), *CENSUS AND STATISTICS ACT 1905*

Release of information

13(1) Notwithstanding anything in this Act (other than this section), the Minister may, by instrument in writing, make determinations providing for and in relation to the disclosure, with the approval in writing of the Statistician, of information included in a specified class of information furnished in pursuance of this Act.

(2) Without limiting the generality of sub-section (1), determinations may make provision—

- (a) as to the person to whom the information may be disclosed;
- (b) as to the persons, being the persons from whom the information has been obtained, whose consent is required for the disclosure of the information; and
- (c) specifying terms and conditions subject to which the information may be disclosed, including, but without limiting the generality of the foregoing, terms and conditions as to the requiring of a person to whom the information is, or is to be, disclosed to give an undertaking, in writing with respect to the disclosure of the information by that person, including an undertaking not to disclose any of the information to any person.

SUBSECTION 19 (2), *CENSUS AND STATISTICS ACT 1905*

(2) A person who contravenes sub-section (1) or fails to comply with an undertaking of the kind referred to in paragraph 13(2)(c) given by him in relation to information disclosed to him in accordance with a determination is guilty of an indictable offence punishable on conviction by a fine not exceeding \$5,000 or imprisonment for a period not exceeding 2 years, or both.



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